

**BLM-EASTERN STATES (BLM-ES)
PERSONNEL MANAGEMENT COMMITTEE CHARTER**

I. PURPOSE OF THE PERSONNEL MANAGEMENT COMMITTEE (PMC)

The purpose of the PMC is to provide for strategic management of the most important resources of BLM-ES, its employees. The ultimate goal is to provide guidance to the organization for significant personnel changes and ensure they map to the Futuring Document, Strategic Action Plans, Diversity Action Plan, and Target Table of Organization.

II. MEMBERSHIP: Voting members will be from the ES Leadership Team (ESLT) and the ES Expanded LT (excluding the Special-Agent-in-Charge) and represent both Field and State Office perspectives.

Permanent members:

Associate State Director, Chair (will vote in the event of a tie)
Human Resources Officer, Vice Chair (Advisor)
Deputy State Director, Business Resources
Equal Employment Opportunity Manager, Advisor
Budget Analyst, Advisor
State Director, Ex Officio

Non-permanent members:

Field Station Manager, Lower Potomac Field Station (LPFS)
Associate Field Manager, Milwaukee Field Office (MFO)
Chief, External Affairs

Non-permanent members will rotate off the committee every two years at the end of the fiscal year. Of the two members rotating out, one will be from the State Office and the other from the field.

III. ROLE OF THE PMC: The PMC functions in an advisory capacity to the ESLT. The PMC will review proposals and provide recommendations for decisions regarding personnel requests/issues that are organizationally impacting. Once proposals are reviewed, the PMC will present recommendations to the ESLT and decision by the State Director.

IV. OPERATION OF THE PMC: The PMC will address its policy and procedures at least once annually to ensure its activities are serving the best interests of management and the BLM-ES organization, including adherence to national personnel management policies.

The PMC will meet as needed to share information, review proposals, and develop strategic recommendations for decision. In order for the PMC to make recommendations to the ESLT, a majority (3 of 5) of the voting members must be present.

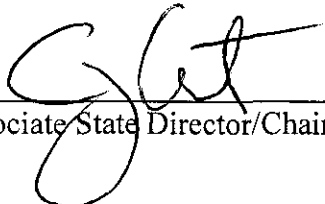
V. PMC ACTIONS: The PMC is responsible for strategic review and recommending policy direction for actions such as:

- a) Training (i.e., Pathways, Leadership Challenge);
- b) Develop processes for implementing strategic direction;
- c) Recommend level of delegations for award approval, i.e., DSD at \$1,500 gross and above. (Does not include time off awards.); and
- d) Review of revised National initiatives, i.e., Telework Policy, Leave Share Program, Physical Fitness Program, and Subsidy Program, etc.

VI. **RECORDS:** Records of PMC decisions will be maintained by the HRO.

VII. **APPROVALS AND CONCURRENCE**

Recommended by: PMC Members

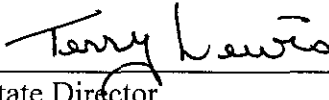


Associate State Director/Chair

2/8/08

Date

Approved by:



State Director

2/8/08

Date